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ABSTRACT

This report presents the results of a study of the Documentation Centre of the Association of African Universities (AAU) undertaken to work out proposals for the rational organization of the Centre, and to explore the possibility of computerizing the Centre and linking it with other centers which provide automated documentation services. The background of the AAU and its objectives are summarized and the functions, staffing, holdings, physical facilities, and budget of the Centre are discussed. Also described are abstracting, bibliographic search, and translation services available through the Centre. Major problems with respect to the personnel, holdings, equipment, and facilities situation at the Centre are reviewed and the computing resources, personnel requirements, and costs involved in computerizing the Centre are described. A detailed list of recommendations for the more effective organization and operation of the Centre closes the report. Specific recommendations are made with respect to printing services, the binding and publications service, the technical services department, the Information and Research service, inter-institutional cooperation, and the computerization of the Centre. Two charts are appended. (JL)

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ASSOCIATION OF AFRICAN UNIVERSITIES

DOCUMENTATION CENTRE OF THE ASSOCIATION OF AFRICAN UNIVERSITIES

by Peter Chateh

Report prepared for the Association of African Universities by the United Nations Educational, Scientific and Cultural Organization (Unesco)

U N E S C O

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INTRODUCTION

1. At the request of the Secretariat of the Association of African Universities (hereinafter referred to as A.A.U.), the Director-General of Unesco, within the framework of the Programme of Participation, entrusted the consultant with a one-month mission in Ghana, from 20 August to 19 September 1980, to carry out a study on the present situation of the A.A.U. Documentation Centre.

2. The terms of the mission were as follows:

   (i) Work out proposals for the rational organization of the Documentation Centre of A.A.U.

   (ii) Explore the possibility of its computerization and its possible linkage with other documentation centres, both within and outside the region, which provide automated documentation services.

3. I should like to express my appreciation and thanks to each and all with whom I worked, both at the A.A.U. and in Accra for their courtesy and co-operation. I am particularly indebted to the Secretary-General of the A.A.U., Professor Makany, who, despite his heavy schedule, found time to spend two fruitful working sessions with me, and his entire staff, not forgetting Mr. SAYED M. SAYED, Director of the Documentation Centre who collaborated closely with me during my mission. I am also indebted to Mr. J.K.T. Kafe, Deputy Librarian, Balme Library, for making my stay rewarding and enjoyable, both professionally and socially.

BACKGROUND INFORMATION ON THE A.A.U. AND ITS OBJECTIVES

4. Following a series of meetings aimed at the creation of the A.A.U. that were held from September 1962 to 1967, the founding conference of the Association of African Universities was finally organized in Rabat, Morocco, from 9 to 13 November 1967. This conference can be considered as the inception of the Association. Accra, Ghana, was chosen as the seat of the Association in February 1971. Its Documentation Centre started its activities in August 1972 and became fully operational in 1973.

5. Right from the beginning the members of the Association had in mind the creation of a documentation centre to disseminate information and act as an effective tool for real co-operation. The secretariat was therefore requested in the very early days to run the following services[1] respectively concerned with:

   Equivalences between diplomas.

   The Centre for Documentation and the Exchange of Information.

   The Exchange of students.

   The Teaching of languages - English, French, and Arabic.

   The International organization of sports.

One of the principal objectives of the Association was therefore to create a forum which would foster a constant flow of information among member universities as a tool for the promotion of mutual understanding. This was to be achieved through its Documentation Centre.

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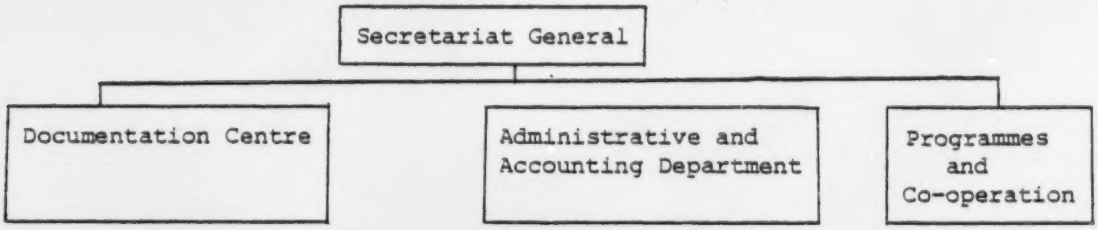
(1) Second meeting of the Executive Board, Accra, January 1968 in Report of the First Conference of Rectors and Vice-Chancellors of African Universities, Yaoundé, 2 and 3 May 1978, p.35.

6. ORGANIZATION OF THE A.A.U. SECRETARIAT



Programmes and Co-operation Department

7. This Division is headed by a Director. Its main activity is the operation of the inter-African scholarship scheme. It also organizes seminars. But the scholarship scheme is due to come to an end in the financial year 1980/1981.

Administrative and Accounting Department

8. At the time of my visit the post of Director was vacant. The division takes care of, and co-ordinates all administrative activities within the A.A.U. It handles the budget and settles all bills. It prepares the agenda for conferences.

The Documentation Centre of the A.A.U.

9. As stated earlier, the Association, from its very inception had a clear-cut policy with regard to its documentation centre. Article II (b) of its Constitution states that, inter alia the Centre was to "collect, classify and disseminate information on higher education and research, particularly in Africa".(1)

10. Article IX, Section 1, paragraphs (a) to (c) of the Association's amended Constitution(2) states that "the Secretariat of the Association, under the control of the Executive Board and under the direction of the Secretary-General:

(i) Will organize a Documentation Centre for all the problems of higher education in Africa.

(ii) Provide the means by which the resources of the Centre can be made available to member institutions and to other organizations interested in higher education in Africa.

(iii) Will set up for Africa standards for comparative university statistics and will publish statistics in keeping with these standards".

11. Following this same trend, the need to have a real operational documentation centre was re-emphasized in a document entitled "Have you heard of the A.A.U.?"(3)

"WE WANT TO COLLECT INFORMATION ON ONE ANOTHER SO AS TO KNOW ONE ANOTHER BETTER, AND TO KNOW ONE ANOTHER BETTER SO AS TO BE ABLE TO HELP ONE ANOTHER BETTER".

(1) Constitution of the A.A.U., page 6.
(2) Constitution of the A.A.U., pp. 7 and 8. This version of the Constitution was agreed in Yaoundé in May 1978 during the First Conference of Rectors and Vice-Chancellors of African Universities.
(3) A.A.U. Have you heard of the A.A.U.? The Association of African Universities, Accra, 1978.

12. All this stresses the prominent and permanent role the Documentation Centre must play. In concrete terms it means that:

(i) the Documentation Centre must gather from all universities in Africa all the basic information of interest to other universities;

(ii) it must prepare general and specialized bibliographies on higher education since the African region cannot exist in isolation;

(iii) the library must facilitate easy access to its resources and services.

THE DOCUMENTATION CENTRE

13. In its very concept, the Documentation Centre is meant to be the nerve-centre of the A.A.U. The Association has delegated to it responsibility for the processing and dissemination of information and for relevant research. If well organized and given adequate manpower and financial resources, the Centre's activities should make the A.A.U. known in Africa and in other continents. The Centre's staff must be given the premises and equipment it needs to carry out its duties with maximum efficiency.

Personnel

14. At the time of our visit there were four members on the staff of the Documentation Centre: the Director, one professional librarian, the graduate (with two to three months' training) as senior administrative assistant. One post was vacant. The clerical staff included two holders of the G.C.E. Ordinary Level who had had two years of training as either typists or stenographers. There was also a messenger/cleaner.

15. The Documentation Centre has an adequate secretarial staff, but the professional side leaves much to be desired. This situation entails a backlog in the classification and cataloguing work. The only professional librarian on the staff also has to do administration. This means that he may neglect either his library or his administrative duties. Cataloguing does not follow any specific rules. Documents are piling up for processing and retrieval is difficult.

Major subject field

16. The Documentation Centre covers higher education in general, with emphasis on higher education in Africa and related fields or matters.

17. There is no conflict of responsibility between the Reference Library and the Documentation Centre. This is a good thing because it gives equal opportunities to all staff members who are called upon to work where and when required.

Holdings

18. The holdings of the Documentation Centre of the A.A.U. consist of approximately 2,058 volumes, 300 periodical titles with some 300 bound volumes of periodicals and two maps. There are several atlases. About 500 books and other documents are being processed.

19. During the last five years, the holding has been increased at the rate of 200 items per year. Gifts represent approximately 35 to 40 per cent of the total number of publications received, exchanges 5 per cent and purchases 50 to 55 per cent.(1) There are no audio-visual resources in the Centre.

(1) These percentages were communicated to us verbally by the Director of the Documentation Centre.

20. The breakdown of the holdings is as follows:

(i) University calendars.

(ii) University prospectuses.

(iii) University newsletters and magazines.

(iv) University annual reports.

(v) Some theses and catalogues of theses.

(vi) Books on higher education in general.

(vii) General items and dictionaries.

21. The percentages according to types of documents are as follows:[1]

(i) General items and dictionaries 25 per cent.

(ii) Education and philosophy of higher education 60 per cent.

(iii) Others 15 per cent.

22. Although there is a clear acquisition policy, it does not appear that the quantities are in keeping with expectations. The calendars, newsletters, etc. from universities are scanty. Also there are very few bibliographic tools in use.

23. The nineteenth edition of the Dewey Decimal Classification (D.D.C.) is used for the classification of material.

24. The library keeps four catalogues: author, title, subject and shelf-list called here "classified". The cataloguing does not follow the International Standard Bibliographic Description (ISBD) and it is a pity. This is due to the latter's fairly recent introduction in the years 1973 and 1974 and to the fact that there is only one librarian working in the Centre.

Physical environment

25. The Documentation Centre occupies 12 of the 32 office rooms allotted to the A.A.U. on the 7th floor of State House. There are 4 offices of approximately 14 sq. m. each, for the general staff, one office of approximately 20 sq. m. for the Director, one room of approximately 20 sq. m. for reproduction, 2 rooms of approximately 24 sq. m. each containing 5 book shelves and a reading table. One is used as a reference room and the other to stock materials. Each table is large enough to accommodate 6 people; 1 corridor of approximately 53 sq. m. is used as the periodicals room. There are 2 book racks for the display of periodicals which can hold approximately 100 titles. There are 2 stores of approximately 22 sq. m. each and 2 toilets of approximately 10 sq. m. each.

26. The Kardex file, which has altogether 32 drawers for 62 entries each, can take 1,984 periodical titles. The Card catalogue with 18 drawers is in the "Reference Room". The Kardex file and the Card catalogue seem to be rarely used as they are rusty.

(1) These percentages were communicated to us verbally by the Director of the Documentation Centre.

27. The periodicals room cannot be counted as a room in the library. It is a passage to all other offices or work rooms.

Reproduction of documents

28. The A.A.U's Documentation Centre has one M3 271 automatic copier. It can turn out only 25 copies when set. This might be a safety device for it to leave the machine to cool down between jobs. An added advantage is that the carriage is fixed and can take books. But it is old and breaks down often.

29. The Documentation Centre has a Gestetner faxil system comprising one scanning machine (for electronic stencils), one duplicating machine and one sorting machine. The machines are old, heavily used, and at the time of our visit, few of them were working. They should be replaced.

Binding

30. The Documentation Centre has no bindery facilities of its own. Its bindery is either done in town or at the University of Ghana, Legon. Both in the university and in town, there is often a shortage of binding material. The rate varies between 10 to 15 cedis ($3.5 to $5.5) depending on the size of the book and the material used.

31. The ideal thing would be for the Documentation Centre to acquire equipment and do its own binding. The main problem is whether the State House (7th floor) was calculated to support the weight of heavy machines (if heavy equipment were acquired). This, together with the future printing press, would be a problem for the A.A.U.

Budget

32. The budget of the Documentation Centre as that of the other two departments is autonomous. The breakdown of the budget is shown in Appendix 1.

33. The average percentage of the A.A.U. budget allocation for the Documentation Centre is 17.35 per cent for the past five years up to 1979/1980. At its face value, this seems very good if one were to compare it to the 5 or 6 per cent of institutional budgets university libraries strive to obtain. For university libraries it is always less capital expenditure or investment. The main problem here is that the allocation is used mainly (over 80 per cent) for salaries, transportation and subsidies, printing and stationery, equipment, postage and sundries. If it is considered that it is one of the Documentation Centre's main objectives to make the A.A.U. known by way of publications and contacts, the money is well spent.

34. The average amount of the Documentation Centre's budget allotted per year for the same period for the purchase of publications is 10.11 per cent. Again, if this is compared to university library budgets, it falls far short of the average 40 per cent. However, an increase can only be justified by total expenditure of the allocation for the effective acquisition of materials, for processing, and if easy information retrieval is achieved.

35. However, the A.A.U. has a clear-cut policy on acquisition. The main hindrance here is the lack or the scarcity of bibliographic tools. Apparently there are no bibliographic tools dealing with either higher education or the philosophy of higher education.

36. The quantity of documents acquired within the past seven years covers 80 per cent of the budgetary allocation. The fact that they are sent by air-freight and relevant postage must be paid reduces the amount left for the purchase of documents and hence the latter's quantities. Documents that do not warrant the use of a container

and are sent by boat do not reach their destination. Further efforts should be made to obtain documents free of charge or at least by way of exchange.

37. Many organizations wish to receive A.A.U. publications.

SERVICES RENDERED BY THE CENTRE

Abstracting

38. According to its terms of reference, the Documentation Centre has to prepare abstracts. These abstracts concern its own publications. They are prepared in the three main languages of the organization - English, French and Arabic.

Bibliographic searches

39. Bibliographic and literature searches are carried out on request by the Documentation Centre for any member of a university or individual. Since its inception the Documentation Centre has answered about 3,000 requests,(1) i.e. about 428 per year for the past seven years. They concern higher education - conditions of admission, fees, duration of courses. The average time spent in compiling the answers could not be obtained readily. The answers are always either in English or French, as most of the universities use these two languages. Users of the Documentation Centre from Ghana include university teaching staff and research workers (55 per cent) and students (45 per cent).(2)

Translations

40. The A.A.U. spends about $2,500(3) a year on translations. All the translations concern the documents of the Association in its three official languages. This is done either in Lomé or in the University of Ghana, Accra. For a page of 400 words, the rate is approximately 20 cedis or $7.00. Employing a translator has been envisaged. But account must be taken of certain facts:

(i) Because the publications are several years behind, they are not worth translating and therefore translations are few and far between.

(ii) A translator would earn a salary in the range of that of a programme officer, i.e. $9,600 x 600 to $16,800, plus fringe allowances.

(iii) Before translations need to be carried out at a normal rate, he would have to perform other duties in the publications department.

FINDINGS

41. The average of 428 requests per year is very small if one considers the fact that the A.A.U's activities cover the whole of Africa except South Africa. The main problem is that the A.A.U. is not well known or rather it is not known where it should be known. Vice-Chancellors, Rectors and Registrars are familiar with it, but librarians are not, not to mention the academic community as a whole. If the A.A.U. were better known, the present staff of its Documentation Centre would not be able to

(1) Report of the First Conference .. Yaoundé, May 1978, p.60.
(2) Percentages were communicated orally by the Director of the Documentation Centre.
(3) Figure was communicated orally by the financial officer.

handle the amount of material that could come in, neither would they be able to deal with all the requests that would be received.

Personnel

42. The personnel belonging to the Centre has been dealt with in paragraph 14. The main problem is that only the Director is a professional librarian in a technical service such as this. With a senior administrative assistant holding a B.A. degree and two stenographers with no training in library science, library operations cannot be carried out with the requisite efficiency. The result is that, in a small documentation centre such as this, up to 500 titles are kept pending until such time as they can be processed; catalogue cards are not typed and cataloguing does not follow recent international standards. The Director is the only staff member who is able to classify documents, do the cataloguing work, write reports, prepare acquisitions lists, etc. More can hardly be expected of him at present. Retrieval is therefore extremely difficult in such circumstances.

43. One of the trained bilingual stenographers can do some cataloguing. In the University of Yaoundé for example, cataloguers are trained on the job. All that the librarian or assistant librarian does is to give the "call number", indicate the subject title and the added entries. The library assistant then does a first cataloguing on ordinary paper with his machine following the ISBD. The assistant librarian then verifies against the book to make sure all the elements are included. The information is then typed by the same assistant on a stencil which is again cross checked. When it is "passed for press", the stencils are run off. The library assistant then prepares all other entries. He is thus trained to do filing, shelf-listing, added entries, authority files, etc.

The holding of the Documentation Centre

44. The present holding of the Documentation Centre cannot be said to reflect the aspirations of the A.A.U. There is information (or handbooks) from some 57 of the 70 member universities. The new universities may possibly not be publishing anything as yet. Bibliographic tools are inadequate. Most of the bibliographies at the Centre are general, except for "Universities and university education - a select bibliography", compiled by J.P. Powell in 1971.

45. The Centre should keep an accession register. The accession list comes out behind schedule. The same applies to all other publications of the Documentation Centre which has to do its printing in town and at the pace imposed by the printers.

Physical environment

46. It has already been said that the building housing the Documentation Centre is not suitable. One major additional problem is that the central air-conditioner broke down two years ago and has not been repaired since. Many of the documents are also exposed to the sun's direct heat. With temperature variations followed by alternate dry and wet conditions, the life-span of the documents can be seriously reduced. Already, the card catalogues and the Kardex files are rusty and it requires an effort to pull them open to consult them. The present office space allotted to the Documentation Centre, though containing many offices, was not designed as a documentation centre. The rooms are poorly laid out.

Library equipment

47. Because of poor maintenance (there is a messenger/cleaner with no vacuum cleaner), many of the reprographic machines are not in working order because of dust and heavy use. They need constant repair and spare parts are not always easily available.

The Documentation Centre deals mostly with distant clientele. Photocopies constitute one of the ways of sending out information.

Binding and printing

48. The New Times Corporation, where the A.A.U. does most of its printing, recruits either holders of the First School Leaving Certificate or fourth formers and trains them for four years on the job. They become good enough to do printing work without supervision. Some senior staff are trained abroad. The starting salary of a Grade II printer is $435 per annum, while that of a Grade I is $1,117 per annum.

49. These low salary scales mean that the A.A.U. can easily recruit one or two very good printers from the existing printing presses. He or they might work with an expert to set up the press, and then take over within a short lapse of time.

50. The University of Ghana, Legon, has a combined unit for microcopy, simple printing, and binding. One person only works at the offset press, one at the microfilming unit and 19 do bookbinding and repairs. Most of these people have had in-service training.

51. The main problem besetting both the University and the presses in town is that of supply of materials. The A.A.U. would not have to cope with this problem if it were to set up its press, since it can import materials easily.

52. At the present site, the A.A.U. can only have rudimentary tools for repairs. Neither a bindery nor printing service can be set up on the 7th floor of the State House. As mentioned earlier it is doubtful whether the building was calculated to take heavy machines at this level. The weight of the machines and the vibration would cause a major disaster. But a microfiche production unit could be set up.

53. Slide projectors are useful in audio-visual library services. The 1978/1979 budget provided $2,000 for "projectors and audio-visual apparatus". It is not clear whether they were purchased. In any case, the present environmental and climatic conditions do not offer the best guarantees for storing precision equipment. One important shortcoming with the organizations affiliated and associated with the A.A.U. is that they do not send reports of their activities. However, the two published reports of SCAULWA(1) proceedings have already been received.

COMPUTERIZATION

54. One of the terms of reference of this mission was to study the feasibility of the computerization of the Documentation Centre of the A.A.U. With this in view, the mission was started on the premise that if the Documentation Centre were not to be computerized, it could at least start microcopy. Contacts were then made at Yaoundé, Paris and Ghana. The main aim was to:

(i) ascertain what aspects of the Centre's operations could be computerized;

(ii) the costs entailed;

(iii) the machines to be used;

(iv) the personnel; and

(v) existing possibilities in Ghana.

(1) Standing Conference of African University Libraries, Western Area.

The computer at the University of Ghana, Legon

55. There are 22 IBM 1130 32k capacity range computers in various services in Ghana. One of these is located at the computer science unit at the University. The machine in the University is used for teaching (30 per cent), research (20 per cent), administration (salaries, admissions and examination and accounting) (40 per cent) and miscellaneous (10 per cent).

56. Several languages are used - viz. Fortran, Cobol and R.P.C. assembler. The computer is housed in a room of approximately 25 sq. m. which is strictly air-conditioned.

57. With a 10 per cent educational rebate, the University hires this computer at 25,000 cedis per year ($9,091). The contract includes repairs. With currency exchange problems, IBM proposes to sell the machines rather than rent them.

58. It was also noted that this type of computer cannot handle complicated material like that of libraries. It is designed for small-scale activities only.

59. As regards personnel, one holder of a B.Sc. degree in computer science can do the analysis and programme for a small concern. He would need just one junior staff member to take care of the punching work.

The computer at the State Insurance Corporation of Ghana (SIC)

60. The State Insurance Corporation of Ghana (SIC) has an IBM 370 - 125, 128K, installed in 1964. It uses discs and tapes alike and its facilities are wide enough for any type of work.

61. At present, it is using just above half of its capacity. Its main general business comprises: fire, marine hull, marine cargo, aviation, personal accident and workmen's compensation. Outsiders can use it, but outside peak periods. It was used for the 1970 census for Togo and it is used by the Ghana Mobile Oil Company.

62. The computer and the key punches are hired at the rate of 6,000 cedis (approximately $218,181) per year including repairs, maintenance and key punching. The charges are 358.50 cedis ($130.36) per hour, but they will be revised in January 1981. Six programme analysts are employed and each earns between 6,000 cedis ($218,181) and 7,000 cedis ($254,545) per annum.

63. The main problems are: (i) the computer cannot share its time through terminals because of the poor telephone system, and (ii) obtaining punch papers is difficult.

The Social Security and National Insurance Trust (S.S.N.I.T.)

64. They have an IBM 370 135K for their operations but can share it with anybody, provided it is used after 4.30 p.m. As usual, the question of terminals is ruled out because of poor telephone facilities. The cost of hiring is 721.74 cedis ($262.45) per machine/hour.

The Computer Distribution Centre, Accra, Ghana

65. IBM Ghana which has rented most of the computers in Ghana intends to operate for people on a "pay-as-you-use" basis. The person or group is free to choose whether to employ a systems analyst or use the IBM expertise. Their rates are as follows.

66. Programme service 94 cedis ($34.18).

67. Data centre, machine rates per hour

(i) System usage without operator: 430 cedis ($156.36).

(ii) System usage (IBM operator provided): 469 cedis ($181.46).

(iii) Data recording: 30 cedis ($10.91).

(iv) Data preparation: 12 pesewas ($0.04).

68. Of all the terms surveyed the latter provides the best opportunity for the A.A.U. An organization can have a trial period, using IBM specialists who are paid according to the job done. If the A.A.U. were to computerize, using its own personnel, the annual costs involved would be:

1 computer scientist		$13,200 per year for salary
1 operator		$ 1,375 per year for salary
	Total	$14,575

Conclusions regarding computerization

69. Our survey reveals that there is a wide range of possibilities for sharing computers in Ghana. The main problems are:

(i) the inefficiency or defects of the telephone system; and

(ii) the difficulties of getting a supply of some material, depending on whether one wants to use discs or not.

70. With regard to the computerization of the Documentation Centre, the following observations may be made:

(i) The A.A.U. does not seem well publicized; and therefore

(ii) the number of queries received per year is too small to warrant computerization;

(iii) the holding of the A.A.U. is very small, currently less than 2,500 titles; and

(iv) many of the documents have a life-span of less than three years.

RECOMMENDATIONS

71. The Documentation Centre of the A.A.U. is designed to be a "clearing-house" for African universities. This means that from Accra, any information should be obtained on any university in the region. This, in effect, means that the Documentation Centre itself should gather the information it has to give and repackage it in either mimeo or printed form.

72. In order to gather the information, the Documentation Centre should have the necessary personnel, finance and equipment. But there is a complete lack of bibliographic tools. These should include material on higher education reference works, etc., and other publications from universities should be obtained in the form of abstracts. There should, of course, be some general reading material. Therefore the Documentation Centre needs enough working space to collect, process and disseminate this information.

73. Again it should be stressed that research is expanding so rapidly that the Documentation Centre has a great deal of work lying ahead. What is therefore expected of the Documentation Centre these days is to undertake research. The aim is that information should flow from one university to another via the Accra "clearing-house".

74. One crucial problem hampering the Documentation Centre's activities is that of publishing. Material has to be printed in Accra or Togo and it often takes two years to get a quarterly out.

75. The running of the Documentation Centre on a sound basis requires a series of well co-ordinated and integrated measures concerning the budget, the physical facilities and the staff so as to ensure both quality and quantity. The Documentation Centre as it stands cannot adequately meet the needs of the A.A.U. The status of the technical staff must be improved. If the necessary expenditure involved is spaced out and priority actions taken rapidly and efficiently, the Centre should succeed in reaching its objectives.

76. The recommendations that follow advocate making the activities of the Documentation Centre known in an appropriate manner. Various ways are suggested for this. The reorganization of the Documentation Centre is also proposed. Also, a series of specific simple activities are suggested for the Documentation Centre as an immediate means of demonstrating that it is really acting as a "clearing-house". Finally, it is felt that the Documentation Centre's work, if well organized, could be carried out manually. Computerization is therefore not recommended for the time being.

77. In order to focus more attention on the Centre's activities it is recommended that:

(i) the Director of the Documentation Centre attend meetings of the Standing Conference of African University Libraries (SCAULWA[1] and SCAULEA[2]) to explain what A.A.U. expects them to do in order to let the Association help them (there are two meetings, held in alternate years);

(ii) the Director of the Documentation Centre should read a message from the Secretary-General of the A.A.U. on the occasion of these conferences, indicating areas of co-operation. In fact, SCAUL[3] has been looking forward to this;

(iii) every Vice-Chancellor or Rector should draw up a plan of action with his university librarian with a view to ensuring contacts and a constant flow of information from the university teaching staff to the A.A.U. and vice-versa. An exchange and gift librarian should be appointed to handle this;

(iv) the person responsible for the flow of documentary information is the university librarian, who should be knowledgeable in A.A.U. opportunities and services;

(v) the Documentation Centre of the A.A.U. should endeavour to publish at least its accession list, and its list of periodicals regularly and send them to all university librarians. These lists should be mimeographed for the time being;

(vi) the A.A.U. Secretary-General's message be read at meetings of the following affiliated associations, inviting them to co-operate with the university librarians to make their research known. These are:

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(1) SCAULWA - Standing Conference of African University Libraries, Western Area.
(2) SCAULEA - Standing Conference of African University Libraries, Eastern Area.
(3) SCAUL - Standing Conference of African University Libraries.

The Association of African Faculties of Agriculture;
The Association of University Teachers of Political Science;
The Association of African Schools and Faculties of Medicine;
The Association of University Teachers of Education;
The Association of Faculties of Sciences in Africa;
The Association of Civil Engineering of Central Africa.

such messages should also be addressed to the following organizations with which the A.A.U. has links:

The African and Malagasy Council of Higher Education;
The Association of Universities Partly or Wholly French-speaking (A.U.P.E.L.F.);
The Association of Arab Universities;
The Association of Commonwealth Universities.

(vii) close association be established with schools of librarianship and documentation or information science in Africa, in order to make the A.A.U. known. In this way, the documentary products of the Centre would advertise the A.A.U.;

(viii) conferences on the A.A.U. and the opportunities it offers in the area of research, etc. be organized, as well as university half-hours on the radio or on television;

(ix) on the occasion of the next anniversary of the A.A.U., a week be observed in all universities in Africa on the theme, "The Flow of Information" and universities be encouraged to exchange experts to give talks on the subject;

(x) the A.A.U. secretariat set up a telex urgently to alleviate the present bottleneck in communications, and also that all universities in Africa arrange to set up their own telex facilities.

Reorganization of the Documentation Centre

78. IT IS RECOMMENDED that the Centre be reorganized in order that it may function more efficiently and, in particular, provide a "clearing-house" for African universities and related institutions. Appendix 2 shows the suggested reorganization of the Documentation Centre.

(i) The Director of the Centre should be either a university librarian or a deputy librarian. He should have a broad educational background and a good command of English and French, as well as the necessary expertise to cope with the technical aspects of university library work and library management. The Director should be able to draft clearly and concisely and have experience in international relations. His role will be to orient and co-ordinate the activities of the Centre and under his leadership the three services of the Centre should work smoothly and efficiently. He will have the necessary authority to recruit or dismiss the heads of these services, as and when required.

(ii) The Library Service will be responsible for:

the running of the Centre's reference library, including its daily routine operations: acquisitions (by way of purchases, exchanges, and gifts received); classification, and cataloguing; maintenance of the Kardex files and of the card catalogue; subscriptions, etc.;

the campaign for standardized cataloguing in all the universities of Africa (some African university libraries are already using the International Standard Bibliographic Description (ISBD) and the others should be encouraged to do the same; ISBD(S)s should be used wherever necessary);

the acquisition of relevant bibliographic tools;

the preparation of its own information and other documents, which will be reproduced by the Printing Service, and distributed by the Information Service;

the preparation of a directory of university libraries and of a directory of university librarians;

obtaining copyright for its publications on behalf of the A.A.U.

(iii) The Printing, Bindery and Publications Service will run the press and bindery and act as the A.A.U.'s publisher. It will be responsible for:

the editing of the documents and publications of the other two services, and their printing (mainly in offset);

the translation of all documents and publications of the Documentation Centre and of the secretariat;

the preparation of a periodic list of all publications on Africa in the various university holdings;

ensuring that all published material of the A.A.U. is produced according to the prescribed standards.

(iv) The Information and Research Service. If information is to be collected efficiently, a separate service should be created to this end which will:

collect, process, retrieve, and disseminate information in close collaboration with the Library and Printing Services (information should be processed in such a way as to be easily retrieved by all staff members);

prepare on request abstracts of the Documentation Centre's publications and of foreign publications;

be responsible for reprography (including photocopy and eventually microcopy);

run the audio-visual unit (when and if it is set up);

take care of the distribution of the documents and publications produced by the other services;

organize the computerization of the Centre (at present envisaged only as a long-term option);

prepare information material on ongoing research and research facilities in the universities of the region;

prepare information material on admission requirements in various universities;

prepare documentation on higher education in the region such as salary structures, degree structures, length of courses, etc. in the universities.

Technical Services of the Documentation Centre

79. It is recommended that:

(i) the A.A.U. set up in the Documentation Centre a combined bindery and printing service to handle its binding and printing jobs. The present primises however are unsuitable;

(ii) most of the reprographic equipment be replaced, with a view to producing information material more efficiently. There is also a need for audio-visual materials, but the storage facilities do not exist in the present building which is not air-conditioned.

(iii) the necessary bibliographic tools be purchased urgently in order to enable the Documentation Centre to carry out its acquisition work;

(iv) the A.A.U. seek and obtain copyright for all its publications to avoid unauthorized and fraudulent reproduction.

Co-operation with universities and research institutions

80. It is recommended that:

(i) regular union lists be produced for all serials in all African university libraries, published either by the universities or by research institutes. Such lists should indicate the precise locations of publications and their prices;

(ii) the A.A.U. Documentation Centre work with African universities to compile a periodic list of all publications on Africa in the university library holdings;

(iii) the following statistics be kept by the Documentation Centre:

on library use (by correspondence, by cable or telex, by telephone);

on acquisitions (by purchase, gifts received, exchanges);

on inquiries concerning university courses (prospectuses, course work, admission requirements, fees);

(iv) a list be prepared of all university librarians in Africa, with their addresses.

Computerization

81. Although facilities exist in Ghana for computerization, IT IS NOT RECOMMENDED at present for the following reasons:

(i) the high cost of input, salaries, allowances, paper, etc.;

(ii) the inadequate telephone system in Ghana which does not permit the installation of computer terminals, while the small 1130 computer units cannot perform efficient work for the tasks which would be required of them by the Centre;

(iii) the Documentation Centre does not hold enough documents and information material (2,058 titles) to warrant a computer (this is the main reason);

(iv) the number of requests coming in, so far, does not warrant the use of a computer.

Our recommendation is that, for the time being, the A.A.U. should abandon the idea of computerization.

82. Taking into account (a) the need to set up an efficient "clearing-house" and (b) the limited budget of the A.A.U., it is recommended that foreign assistance be sought to help finance and install the proposed A.A.U. clearing-house; such assistance could take the form of money grants or of equipment for the Association's press and bindery.

83. Should mechanization be introduced at a later stage, however, steps should be taken to obtain the necessary microfiche readers.

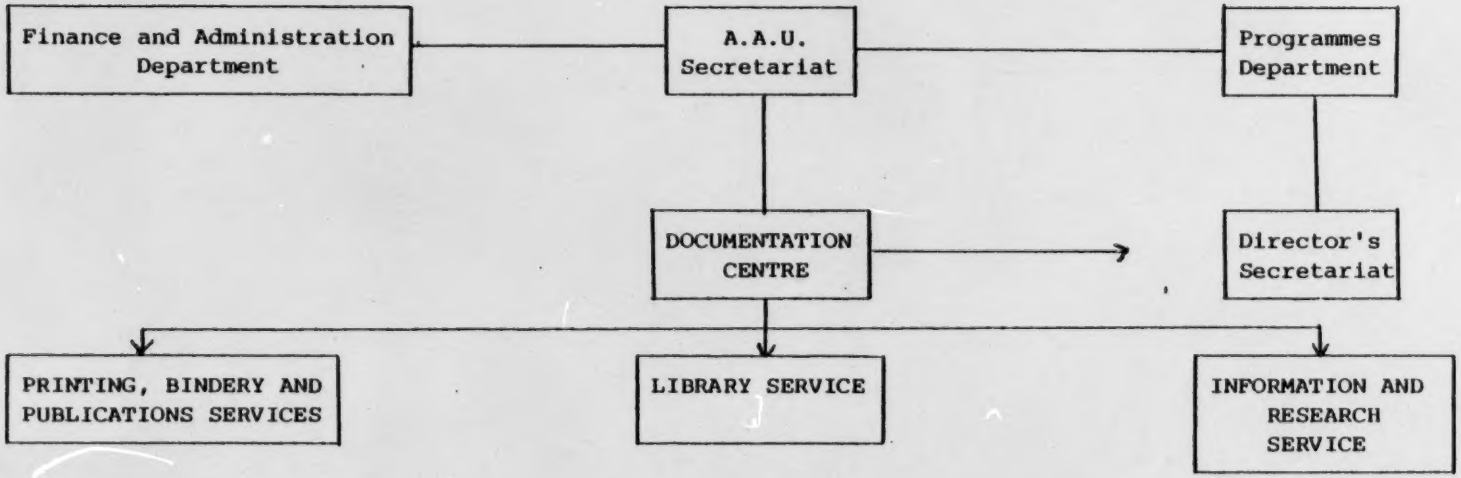
APPENDIX 1

ANALYSIS OF THE DOCUMENTATION CENTRE'S BUDGET FOR A FIVE-YEAR PERIOD IN RELATIONSHIP TO THE TOTAL A.A.U. BUDGET

Financial Year	(1) Total A.A.U. Budget	(2) Total budget of D.C. including salaries and purchase of publications	(3) Percentage in relation to A.A.U. budget	(4) Part of D.C. budget allotted for the purchase of publications	(5) Percentage allotted for the purchase of publications in relation to D.C. total budget	(6) D.C. budget less purchase of publications	(7) % of D.C. allotted for other items, less purchase of publications in relation to A.A.U. budget	(8) Real expenditure of D.C. budget on purchase of publications	(9) % of amount allotted for the purchase of publications usually spent
1979/80	$425,135	$61,000	14.35	$7,000	12.96	$54,000	12.70	$6,094	87.06
1978/79	$425,135	$45,700	10.75	$6,000	15.38	$39,000	9.17	$4,655	77.58
1977/78	$347,555	$66,500	19.13	$6,000	9.92	$60,500	17.41	$2,191	36.52
1976/77	$313,320	$57,000	18.19	$4,000	7.55	$53,000	16.92	$3,954	98.85
1975/76	$229,630	$55,630	24.23	$2,500	4.70	$53,130	23.14	$2,489	99.56
Average	$348,155	$57,166	17.35	$5,100	10.11	$51,926	15.87	$3,877	79.92

APPENDIX 2

PROPOSED REORGANIZATION OF THE DOCUMENTATION CENTRE



- Printing Press
- Bindery
- Translations
- Editing for publication
- Photo or microreproduction
- Maintenance of material
- Preparation and publication of list of A.A.U. publications
- Posters on the A.A.U.

- Acquisition of books and serials
- Classification and cataloguing
- Maintenance of the Kardex file
- Preparation of accession lists
- Statistics
- Union catalogue of African universities
- Directory of university librarians
- Directory of African universities

- Abstracting unit
- Reprography unit
- Information on higher education unit
- Entry requirements
- Research
- Specialities in universities
- Directory of university teaching staff
- Directory of research institutes
- Distribution